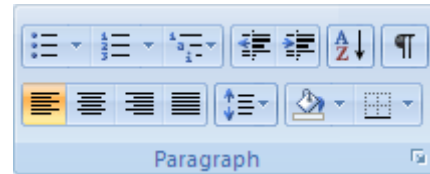


PARAGRAPH FORMATTING

Line Spacing

On the **Home** tab, in the **Paragraph** group, click **Line Spacing**.



Line spacing options

Single- This option accommodates the largest

1.5 lines - This option is one-and-one-half times that of single line spacing.

Double - This option is twice that of single line spacing.

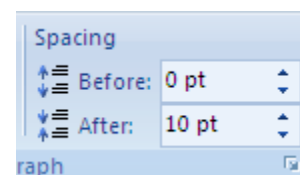
At least - This option sets the minimum line spacing that is needed to fit the largest font or graphic on the line.

Exactly - This option sets fixed line spacing that Microsoft Office Word does not adjust.

Multiple - This option sets line spacing that is increased or decreased from single spacing by a percentage that you specify. For example, setting line spacing to 1.2 will increase the space by 20 percent.

Spacing Before and After

You can increase the spacing before or after any paragraph. Click on the **Page Layout** tab, and in the **Paragraph** group, click an arrow next to **Spacing Before** or **Spacing After** and enter the amount of space that you want. This can also be done from the Paragraph dialog box.



Indent Paragraph

You can indent paragraph from the left or the right margin. Click on the **Page Layout** tab, in the **Paragraph** group, click an arrow next to **Indent Left** or **Right** and enter the amount of indent that you want. This can also be done from the Paragraph dialog box.

